

Residential Building Contractor / Remodeler License Renewals for 2009

Renewal Schedule

Notices Printed/Mailed: January 26, 2009
Timely Renewal Deadline: March 1, 2009
Licenses Expiration Date: March 31, 2009

LICENSE MUST BE RENEWED BY MARCH 31, 2009. (Online license renewal is not available at this time.)
Depositing of a license fee means the fee was received. It does not mean a license was granted, reinstated, or renewed.

All license renewal applications are processed in the order received. There are no exceptions.

With up to 15,000 residential contractor licenses to be renewed by March 31st, this rule is essential to ensure fair, timely processing of all license renewal applications. Telephone calls asking about the status of a renewal application (whether it was received or done correctly) prevent DLI from quickly reviewing and approving applications, and getting back to those contractors with incomplete renewals. Please give us at least FIVE (5) WEEKS for renewal processing. E-mail questions to: dli.license@state.mn.us and include license # and business name in the Subject: line, which helps make responding easier and more efficient.

In order to renew your license, you must submit a check or money order for the appropriate license fee made payable to Department of Labor and Industry and the following documents included with the mailed notice:

1. **License Renewal Application Form.** A 2009 license renewal application form signed by the Qualifying Person.
2. **Business Registration.** Copy of your business entity status, which may be obtained online at [Minnesota Secretary of State](http://www.sos.state.mn.us) by entering your business name.
3. **Liability Insurance.** A completed DLI Certificate of Liability Insurance (ACORD forms will not be accepted).
4. **Work Comp Certificate.** A completed Certificate of Compliance with Minnesota's Workers Compensation Law.
5. **CE Certificate(s).** Copies of Qualifying Person's Continuing Education Course Completion Certificate(s).
6. **Fee Payment.** Enclose correct fee payment (check or money order) from Fee Schedule on renewal form.

Lost Renewal Form? License holders that lost, misplaced, or did not receive a license renewal form may get a duplicate renewal application form by going to the license holder's online license detail page, which is accessed through License Lookup. Instructions will be posted no earlier than February 10, 2009 to provide the US Postal Service adequate time to deliver renewal notices and return undeliverable mail. All phone requests will be directed to License Lookup.

Ownership or Business Structure Change (i.e., individual proprietor to LLC or corporation)

You may not use the renewal form if you changed the organizational structure of the licensed business (for example: sole proprietor to LLC or corporation; corporation to LLC, partnership to LLP). You must submit a new license application with applicable fees. The application forms may be found at www.dli.mn.gov/CCLD/Forms.asp

Business Entity Status (Mandatory)

Verify that your business entity registration is up-to-date and attach a copy of your 2009 registration status, which may be obtained online from the [Minnesota Secretary of State](http://www.sos.state.mn.us) by entering your business name. **NOTE:** This is not required for an individual/sole proprietor or partnership if the full legal first and last names of the individual or all partners are included in the assumed (dba) name. Contact the Office of the Minnesota Secretary of State at www.sos.state.mn.us or 651.296.2803 if you have questions about registration or filing requirements.

Continuing Education Course Completion Certificates (Mandatory)

Attach copy of the Qualifying Person's 7-hours Continuing Education Course Completion Certificate(s).

Liability Insurance Certificate / Workers Compensation Certificate of Compliance (Required)

The DLI Certificate of Insurance and Workers Compensation Certificate of Compliance must be received with your renewal application. All license renewal applications received without the completed certificates will not be processed. Forms are available online at www.dli.mn.gov/CCLD/Forms.asp

Submit License Renewal by March 1st and Avoid Delays

Submit your renewal application as early as possible to avoid delays in processing. A license renewal application is considered timely if complete and received by DLI or post marked by March 1st. Any contractor, by law, who fails to submit a complete timely renewal application by March 1st that has not been renewed by March 31st is unlicensed until the license has actually been issued. **Incomplete renewal applications received by DLI are not "properly and timely filed" and will be returned to the contractor to be completed. A cashed check does not constitute being licensed. All statutory requirements must be fulfilled before a license may be issued or renewed.**